



Communications Specialist

Overview:

The [Williamsburg Health Foundation](#) (WHF), located in the beautiful mid-Atlantic region of Virginia, is a health-legacy foundation serving Greater Williamsburg which includes James City and York counties and the City of Williamsburg. Since 1996, WHF has invested in improved health outcomes and wellness in our local area. With an approximately \$143-million-dollar endowment, WHF annually awards \$5 million dollars in grants. WHF is committed to working alongside nonprofits, local governments, and others to help individuals make healthy choices in a community with health opportunities for all.

The Opportunity

WHF is currently accepting applications for a part-time **Communications Specialist** that will direct all communications, event planning, and Foundation publications; and assist with grant initiatives. The Part-time Communications Specialist interfaces with Board members, the public and grant recipients, and represents the Foundation in the community to facilitate the effective implementation of Foundation programs.

Primary Responsibilities

- Under the direction of the President & CEO, develop and implement a strategic communications plan to support all Foundation initiatives. Position the Foundation and partners in the media as making a positive difference in the quality of life and health of people living in the Foundation's service area.
- Develop and maintain relationships with media outlets and act as primary interface between the Foundation and media. Identify similarly focused foundations and partners to leverage collective communication efforts.
- Oversee research, development, and creation of major Foundation publications, including the annual report, website, and social media. Manage relationships with vendors, designers, media, and others required to support communications projects and needs.

- Serve as a spokesperson for the Foundation and draft speeches and other materials for other staff or the Board of Trustees. Represent the Foundation at community meetings, conferences, and other events when appropriate.
- Work with grantees to effectively communicate with media about Foundation funded efforts as requested.
- Plan and coordinate details of special events for the Foundation to include the annual Board/Staff Education dinner, annual awards recognition event, and other events.
- Communicate with nonprofit agencies, public and private sector organizations, and funders within the Foundation's service area about the Foundation's strategic focus.
- Serve as Foundation liaison for special initiatives or collaborative efforts involving other community groups and partners designed to address issues of importance to the Foundation and the broader community.
- Maintains appropriate reporting systems related to communications projects, including managing the budget and timing related to communications projects, and the work of external communications vendors.
- Assist with other professional and administrative duties as assigned.

Qualifications

Education and Experience

- The ideal candidate will have completed a bachelor's degree, preferably in journalism, marketing, or public relations or equivalent successful related work experience and coursework.
- At least 5 years progressive public relations and communications experience; experience working with non-profit, government, health, or educational organizations is preferred but not required.
- Experience in planning and coordinating special events.

Required Competencies and Skills

- Excellent writing, editing/proofreading, and computer skills with particular attention to detail.
- Ability to work well with people from diverse backgrounds. Excellent interpersonal, platform speaking, and communication skills.
- Ability to organize and effectively handle multiple projects, work independently, and meet regular deadlines with accuracy and consistently.
- Ability to plan and implement special events.
- Ability to manage vendor contract negotiations and relations.
- Ability to understand peer-reviewed journal articles and translate basic statistical information to the public.

Compensation and Benefits

This is a part-time position (20 hours per week). Competitive Salary & Benefits Package including health, dental, vision, PTO, 403(b), professional development, end of year office closure, half-day Summer Fridays, and hybrid work opportunity. Starting salary is \$39,500 commensurate with experience and education.

Application Requirements

Interested applicants should provide a cover letter that describes interest and skills background, along with a resume to recruiting@williamsburghealthfoundation.org.